

Categories for Reporting Vaccination & Exemption Status of School District Staff

Each employee should be reported only once, in their primary role based on FTE. If their FTE is shared equally across multiple roles, report the employee in the role that falls into the leftmost possible column in the survey. Staff on leave (duty code 610 or 900), volunteers, and contractors who are not on payroll should be excluded from all categories.

Reporting categories are split by assignment to building or district/central office (use unit code) and then by duty code roots. In-classroom and in-building categories are subsets of assignment to building, with no overlapping duty code roots in these categories. Report all staff according to their duty code root, even if they are not in a classroom. More in-depth definitions for each duty code root can be found in the [SAFS Personnel Reporting Handbook](#) on pages 64–68.

Assigned to Building

Only include staff members that have a unit code which aligns with a school building, not a district/central office.

Certificated Staff in Classroom

Role	Duty Code Roots	Position
Teacher	31x	Elementary Homeroom Teacher
	32x	Secondary Teacher
	33x	Other Teacher
	34x	Elementary Specialist Teacher
	630	Contractor Teacher
Substitute Teacher	52x	Substitute Teacher

Classified Staff in Classroom

Role	Duty Code Roots	Position
Aide	91y	Aide

Certificated Staff in Building

Role	Duty Code Roots	Position
Other School Leader	11x	Superintendent
	12x	Deputy/Assistant Superintendent
	13x	Other District Administrator



	25x	Other School Administrator
Principal	21x	Elementary Principal
	22x	Elementary Vice Principal
	23x	Secondary Principal
	24x	Secondary Vice Principal
Student Support	40x	Other Support Personnel
	41x	Library Media Specialist
Educational Staff Associate	42x	Counselor
	43x	Occupational Therapist
	44x	Social Worker
	45x	Speech-Language Pathologist or Audiologist
	46x	Psychologist
	47x	Nurse
	48x	Physical Therapist
	49x	Behavior Analyst
	640	Contractor Educational Staff Associate
Other Certificated	51x	Extracurricular

Classified Staff in Building

Role	Duty Code Roots	Position
All Classified (Except Aides)	92y	Crafts or Trades
	93y	Laborer
	94y	Office or Clerical
	95y	Operator
	96y	Professional
	97y	Service Worker
	98y	Technical
	99y	Director or Supervisor

Assigned to District/Central Office

Only include staff members that have a unit code which aligns with a district/central office, not a school building.

Certificated Staff in District/Central Office

Role	Duty Code Roots	Position
Other School Leader	11x	Superintendent
	12x	Deputy/Assistant Superintendent
	13x	Other District Administrator
	25x	Other School Administrator
Principal	21x	Elementary Principal

	22x	Elementary Vice Principal
	23x	Secondary Principal
	24x	Secondary Vice Principal
Teacher (On Special Assignment)	31x	Elementary Homeroom Teacher
	32x	Secondary Teacher
	33x	Other Teacher
	34x	Elementary Specialist Teacher
	630	Contractor Teacher
Student Support	40x	Other Support Personnel
	41x	Library Media Specialist
Educational Staff Associate	42x	Counselor
	43x	Occupational Therapist
	44x	Social Worker
	45x	Speech-Language Pathologist or Audiologist
	46x	Psychologist
	47x	Nurse
	48x	Physical Therapist
	49x	Behavior Analyst
	640	Contractor Educational Staff Associate
Other Certificated	51x	Extracurricular
Substitute Teacher	52x	Substitute Teacher

Classified Staff in District/Central Office

Role	Duty Code Roots	Position
All Classified	91y	Aide
	92y	Crafts or Trades
	93y	Laborer
	94y	Office or Clerical
	95y	Operator
	96y	Professional
	97y	Service Worker
	98y	Technical
	99y	Director or Supervisor